



UNIFORMS AND EQUIPMENT

Directive: 6 -100

Date of Issue: July 2013 Amends/Cancels: Chapter VI Sec 1

I. PURPOSE

The purpose of this Directive is to provide policy and procedure in regards to the care and use of Department of General Services Maryland Capitol Police (DGS-MCP) issued uniforms and equipment.

II. POLICY

All sworn members and uniformed employees of DGS-MCP will strictly adhere to the procedures set forth in this Directive.

III. PROCEDURES

A. Introduction

1. The Department will provide uniforms and equipment necessary for the performance of the duties of all employees to the extent permitted by the budget. All uniforms and equipment will be purchased by DGS-MCP in accordance with the regulations of the Department of General Services and will remain the property of the State of Maryland.
2. No employee of the DGS-MCP will allow another employee of the Department or any other person to use his/her badge or any other of his/her means of personal identification.
3. Uniformed personnel when on duty will appear in the full prescribed uniform at all times.
4. Any police employee of the Department under indefinite suspension pending a hearing for removal must turn in all DGS-MCP property issued to him/her. Whenever a police employee is under suspension for a period of thirty days or less as a result of disciplinary action, he/she will be required to surrender to his/her commander for the period of suspension his/her issued weapon, badge(s) and all issued cards which identify him/her as being an employee of the Department
5. Uniformed employees of the Department will be held responsible for uniform, motor vehicle or other equipment, issued to them, and where it is established that this equipment is lost or damaged through negligence, the employee concerned may be obligated to replace the same at his/her expense. Every employee of the Department will assume a personal responsibility for all State property issued to him/her or placed in service for his/her convenience.

6. No decoration or insignia will be worn by an employee of this Department on the DGS-MCP uniform unless authorized by the Chief of Police or his designee who will designate where, when, and in what manner the insignia or decoration will be worn.
7. Department issued equipment will not be treated with special appearance enhancement products. The original finish will be maintained by following the manufacturer's recommendations.
8. Generally, the regulations concerning the wearing of uniforms and equipment as covered under this Section are applicable to all sworn and uniformed employees of DGS-MCP. The wearing of any portion of the uniform or the improper or unauthorized use of Department equipment by employees is a violation of these rules and regulations unless covered by orders specifically applicable to the individual or group. Employees of the Department are forbidden to wear uniform items or use equipment that fails to meet established specifications. All uniform clothing and equipment will be approved by the Chief of Police, or his designee.
9. It shall also be the policy of the Department that the attire for on-duty non-uniformed employees will be such that it will reflect an appropriate and professional appearance. This includes civilian support staff.
10. The uniform must command respect, for it identifies the employee as a representative of the Department. It should be in excellent condition. The uniform must be worn with pride and in a way to bring credit to the DGS-MCP
11. Department employees are not permitted to wear the uniform while attending any court as a defendant in a criminal/traffic trial, a plaintiff or defendant in a civil trial or while serving jury duty.

B. Uniform Regulations

The following regulations will govern, in every instance, the wearing of the DGS-MCP uniform. Deviation from policy by substituting non-approved personal equipment for that issued or approved for use will constitute grounds for disciplinary action. Personal items of clothing may be authorized by the employee's Detachment Commander to be worn in addition to regulation uniform during severe weather conditions.

1. Blouse - Regulation issue will be worn. Pencils or pens will not protrude from breast pockets.
2. Breast Badge - When worn on the blouse, on any issued jacket, it will be worn in the holder provided. When worn on the shirt, it will be worn in the holder provided.
3. Chevrons - Will be sewn on both sleeves, centered 5-1/2 inches from shoulder seam of blouse, jacket, and shirts.

4. Collar Ornaments
 - a. All uniformed personnel will wear the issued collar ornaments on the uniform shirt of the day.
 - b. The ornaments will be positioned on the shirt collar, parallel and one half inch from the tip.
5. Gun Belt – When the Sam Browne belt, is worn without the shoulder strap, it will be worn directly over the waist belt and will fit snugly with belt keepers.
6. Handcuffs - Generally, this item will be carried by all police personnel. Handcuffs will be placed in a handcuff case worn on the uniform gun belt where it is conveniently accessible to the individual. The actual carrying and the method of carrying handcuffs by non-uniformed personnel will be determined by the nature of the individual's assignment.
7. Handguns - The issuance to, and use of handguns by police employees will be in conformance and specifications in compliance with DGS Rules, Regulations and Policy governing same.
8. Hat, Eight Point Style - The regulation eight point hat will be worn by uniformed police employees **at all times**.
 - a. The hat shield will always be worn centered on the front of the hat. The hat will be placed on the head straight.
 - b. The hat shield will reflect the officer's current rank.
 - c. The appropriate hat band will also be worn to reflect officer's current rank.
 - Black – P.O. I and P.O. II
 - Blue – Sergeant
 - Gold – LT. and above
 - d. These hats require some care on the part of the individual if they are to retain a good appearance and give satisfactory service without renovation. Frequent brushing is recommended. Turning out the leather sweat band after a hot day or after the hat has been worn in the rain will preserve the life of the hat. With the leather sweat band turned out, accumulated perspiration and hair oil will evaporate. The brim of the hat should be cleaned daily by wiping with a wet rag and then wiping dry, this will clean away fingerprints and any other dirt that might accumulate there on.
9. Holsters - Only holsters issued by DGS-MCP may be used by a police employee while on duty and in uniform.
10. Insignia of Rank - Lieutenant through Captain - will be worn on each shoulder of any jacket or sweater worn, and centered at the cross point of the seams. The designation will

be worn on the shirt at all times on both collars, 1/2 inch back from the collar and centered in a straight line parallel to the collar top.

11. Jackets – All uniformed employees will be issued a Blauer Gortex Duty Jacket. This versatile jacket which features a removable lining may be worn year round. Name plates, badges and when appropriate chevrons, or rank insignia will be worn on this jacket.
12. The Sam Browne Belt - will be worn with the Class A Uniform on the outside of the blouse with proper straps. (**Sergeants and below**)
13. Shoulder Patch – The appropriate MCP uniform patch is to be placed on both shoulders of the blouse, uniform shirts, issued jackets and sweaters. All shoulder patches will be placed so that the top is 1/2 inch below the shoulder seam and centered on the seam.
14. Name Plate - Regulation issue will be worn secured over the right breast pocket, centered, and with the bottom edge of the name plate touching the top edge of the flap of the right breast pocket.
15. Necktie and Tie Bar/Tack - Black, regulation issue tie will be worn at all times when the long sleeve regulation shirt is worn and it will be secured to the shirt by a regular issue tie bar/tack attached to the tie between the third and fourth buttons from the top of the shirt. No tie will be worn with the regulation short sleeve shirt. Nonregulation tie bars or accessories will not be worn.
16. Weapon Qualification Medal - When authorized, will be worn as follows: The medal will be placed with the pin following the line of the right pocket flap and centered ¼ inch below the name plate.
17. Raincoat - Regulation issue will be worn unless otherwise authorized.
18. Uniform Shirts – Only regulation issued uniform shirts will be worn. When the short sleeve shirt is worn, medallions, chokers, or necklaces must not be visible at the neck. Undershirts will match the uniform shirt color when visible within the neckline of short sleeve shirts. Pencils or pens will not protrude from the pockets.
19. Socks – Police and Police Communication employees may wear blue or black socks. Security Officers may wear brown or black socks.
20. Magazine Pouch - Will be carried by all police personnel and will be placed on the gun belt wherever they are most convenient, accessible, and comfortable for the individual.
21. Uniform Pants - Uniform pants will be worn by all personnel unless otherwise prescribed.
22. Uniform Shoes – All uniformed personnel will wear black shoes. Shoes will be solid black, have a plain toe, and be constructed of leather or simulated leather. Black leather combat-type boots are permissible. Foul weather footwear should be conservative in nature and may only be worn with the approval of an employee's immediate supervisor.

23. Portable Radio Holster - Will be placed on the gun belt wherever it is most convenient, accessible, and comfortable for the individual.
24. Microphone Holder - When used with a portable radio, the microphone holder will be worn in the manner recommended by the manufacturer.

C. Classes of Uniform

1. Seasonal variations in temperature and climate conditions require flexibility in the type of uniform to be worn. To eliminate confusion concerning the proper combination of uniform apparel to be worn at these times, the following uniform classifications have been established:
 - a. Class A - (Dress Uniform) Blouse, long sleeve shirt, tie, pants, 8 PT hat and Sam Browne Belt
 - b. Class B - Pants, long sleeve shirt with tie, gun belt, or sweater may be worn at employee's option.
 - c. Class C - pants, short sleeve shirt, gun belt. issued jacket may be worn at the employee's option.
2. Uniform of the Day - When designating the uniform of the day, commanders shall be governed by the following guidelines.
 - a. Each Detachment Commander will maintain consistency with commands regarding the class of uniform to be worn. Under no circumstances will different classes of uniform be worn at an official function in which the Department participates. An official function shall be described as any on duty assignment other than routine duties, i.e., Governor's Inauguration, special guard details, and scheduled meetings with individuals or groups when acting as the representative of the Department. When a class of uniform has been designated as the uniform of the day, it shall be worn as described in the manual and shall not be altered or modified in any manner.
 - b. The Class A uniform shall be designated as a dress uniform to be worn, generally, during the winter months. This uniform shall be worn by all police employees when attending or assigned to any official function when ordered by the appropriate Detachment Commander.
 - c. The Class B uniform is designated as a cool weather work uniform and may be worn for routine duties or routine assignments by all police personnel.
 - d. The Class C uniform shall generally, be worn in the spring and summer. These uniforms may be worn to official functions with authorization from the Detachment Commander.
 - e. All police employees, regardless of their assignment, will have available for

use at least one complete Class "A", "B", and "C" uniform.

D. Non-Issue Uniform Equipment

1. This subsection is to provide employees the opportunity to use certain personally owned equipment which they, through specialized training and experience have found enhances personal safety and performance, while ensuring proper use, uniformity, quality of equipment and proper training. It does not replace procedures provided for approval to use auxiliary weapons, electronic equipment, holsters, etc.
2. Personal non-issue equipment to be worn as part of the uniform in addition to or in place of issued equipment must be approved by the Chief of Police.
3. Individuals wishing to use personally owned equipment must submit a detailed report to their Detachment Commander through the chain of command outlining their training and experience.
 - a. Detachment Commanders will inspect the item(s) for:
 - (1) uniformity in appearance with issued equipment
 - (2) quality equal to or better than issued equipment
 - (3) legal and Department limitations on use
 - (4) the need for, or the individual has received proper training.
 - b. Detachment Commanders will document this inspection in their endorsement to the Chief of Police (or designee).
 - c. The Chief of Police will render the final decision on the request and send disposition to the Detachment Commander who in turn will notify requesting officer of the outcome.
 - d. Approved/Disapproved request will be filed in the employee's personnel file.
4. The following guidelines will apply to all non-issue personal equipment approved for use:
 - a. All equipment will be originally obtained and continue to be maintained in proper appearance and repaired at the employee's expense.
 - b. All approved equipment will be subject to Department personal inspections to the same extent *as* issued equipment. Inspection reports will contain remarks relative to personal equipment.
 - c. Detachment Commanders may designate which approved non-issued equipment, if any, will be worn by personnel attending special functions.
 - d. Detachment Commanders may immediately suspend the use of approved non-issued equipment in instances of abuse.

- e. Personnel misusing approved non-issued equipment may be subject to disciplinary action to the same extent as if the equipment was issued, except in incidents of loss or damage.